

**SOLID WASTE PERMITTING
SUBMISSION INSTRUCTION NO. 10**

PROCEDURAL REQUIREMENTS FOR PERMITS-BY-RULE

Developed by:

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Office of Waste Permitting and Compliance
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I. APPLICABILITY

Applicants for a permit to operate a compost facility; solid waste transfer station; materials recovery facility; waste to energy, thermal treatment, or incineration facility; waste pile; or centralized waste treatment facility may apply for a Permit-by-Rule in lieu of a full solid waste permit, as discussed in *Submission Instruction No. 1: Procedural Requirements for a New or Modified Solid Waste Management Facility (SWMF) Permit Application*.

This submission instruction does not address the submission requirements for a Permit-by-Rule application under the Regulated Medical Waste Management Regulations ([9 VAC 20-120](#)) or the Transportation of Solid and Medical Wastes on State Waters ([9 VAC 20-170](#)).

II. PRE-APPLICATION STEPS

A. Pre-Application Meeting

A pre-application meeting is not mandatory, but can be used to identify potential regulatory requirements that may be applicable to the project, any changes to the project because of statute changes that are not reflected in the regulations, or any other matter. This meeting is also an opportunity to discuss any applicable guidance that has been published or is in draft form; to identify out of the ordinary or innovative design features or unique circumstances that require special consideration; to determine the need to obtain variances, exemptions, approval of alternates, or functionally equivalent design issues, in addition to discussing required permit fee, timelines for permit processing and input with respect to potential challenges, pitfalls or constraints that may be associated with the project. If the applicant wishes to set up a pre-application meeting, please contact the DEQ Regional Office responsible for the proposed location of the facility.

B. Public Participation Steps

{These steps do not apply to proposed materials recovery facilities or waste to energy, thermal treatment, or incineration facilities that received a permit from the Department based on the regulations promulgated by the State Air Pollution Control Board or State Water Control Board that required facility-specific public participation procedures.} The public comment steps must be completed prior to initiating construction of the proposed facility and include: (1) publishing a notice once a week for two consecutive weeks in a major local newspaper of general circulation of the intent to construct and operate the facility eligible for a Permit-by-Rule; (2) placing a copy of supporting documentation in a location accessible to the public (such as a public library); (3) holding a public meeting no earlier than 14 days after publication of the first public notice; and (4) providing for a 30-day comment period. An example

public notice is provided in [Attachment 1](#). [Code of Virginia §10.1-1408.1 B.4.; 9VAC20-81-410.A.3. and 450.B.4.]

{If the application is for a transfer station owned/operated by the local government or public authority} In addition to the above steps, the public participation steps shall include the formation of a citizen's advisory group in accordance with Code of Virginia [§ 10.1-1408.1. B.5](#). No public participation is necessary for local governments or public authorities proposing to locate a new transfer station on land where a sanitary landfill is already located.

III. SUBMISSION REQUIREMENTS

Applicants for a Permit-by-Rule should fill out DEQ Form SW PBR provided in [Attachment 2](#) to include with the required submission items identified below.

A. Notice of Intent

1. *Cover Letter*

Submit a letter to the Regional Director describing the desired permit, the precise location of the proposed facility, and the intended use of the facility. The applicant shall provide area and site locations maps as attachments to this letter. The site location map should identify both the property and facility boundaries and should be drawn to scale. Use of USGS/topographic maps, local property maps, and internet mapping programs should be considered. [9 VAC 20-81-450.B.1.]

2. *Disclosure Statement*

Provide a signed and notarized DEQ Form DISC-01 and DEQ Form DISC-02 for each key personnel identified on DISC-01. [9 VAC 20-81-450.B.2.]

These forms are available on the DEQ Website:

<http://www.deq.virginia.gov/Portals/0/DEQ/Land/Guidance/formdisc01.pdf>

<http://www.deq.virginia.gov/Portals/0/DEQ/Land/Guidance/formdisc02.pdf>

The Disclosure Statement should identify those key personnel who have obtained a Waste Management Facility Operators License as required by the Code of Virginia [§10.1-1408.2 B.](#), which states all solid waste management facilities shall be operated under the direct supervision of a waste management facility operator licensed by the Board for Waste Management Facility Operators. Information on training and licensing can be found on the Board's website:

<http://www.dpor.virginia.gov/Boards/WMFO/>.

3. *Local Government Certification*

Provide a signed DEQ Form SW-11-1. The form has three signature blocks: one for the applicant, one for a local solid waste planning district representative certifying

consistency with the local Solid Waste Management Plan and one for a local government representative certifying consistency with all local ordinances. The last two blocks may be completed and signed by the same local government representative if applicable. [Code of Virginia §10.1-1408.1 B.9.; §9 VAC 20-81-450.B.3.]

This form is available on the DEQ Website:

<http://www.deq.virginia.gov/Portals/0/DEQ/Land/Forms/localcert.pdf>

If the proposed location is not governed by any county, city, or town zoning ordinance, the application shall provide a certification from the local governing body that it held a public hearing in accordance with [§15.2-2204](#). [Code of Virginia §10.1-1408.1 B.3.]

B. Certification of Siting Standards

Provide a statement signed by the applicant that the facility meets the siting standards, as applicable, of [9 VAC 20-81-320](#). Should the facility not meet one or more of the applicable siting standards, the facility shall apply for a variance in accordance with Part VIII of the VSWMR (9 VAC 20-81-700 through 760). [9 VAC 20-81-410.A.2.b.]

C. Certification of Consistency with the Local Solid Waste Management Plan

DEQ Form SW-11-1 (see [Section III.A.3](#) above) includes a separate certification box for the locality to indicate whether the facility is consistent with the local Solid Waste Management Plan (SWMP). [Code of Virginia §10.1-1408.1 Q.; 9 VAC 20-81-410.A.2.c.]

D. Certification of Operations Manual

Provide a statement signed by the applicant that the facility has prepared an Operations Manual addressing the applicable standards of [9 VAC 20-81-340](#). This Operations Manual is not a part of the Permit-by-Rule and is to be maintained in the facility's operating record and updated as necessary. Additional information on the Operations Manual requirements can be found in [Waste Guidance Memo 01-2011A: Implementation of New Operations Manual Requirements](#). [9 VAC 20-81-410.A.2.d.]

E. P.E. Certification

Provide a statement signed by a professional engineer licensed in the Commonwealth that:

1. The facility has been designed and constructed in accordance with the standards, as applicable, of [9 VAC 20-81-330](#). For Materials Recovery Facilities and Waste to Energy/Incineration Facilities, this certification shall be accompanied by a Design Description Manual containing the information specified under 9 VAC 20-81-330.D.12. and 9 VAC 20-81-330.E.11., respectively.

2. The facility has prepared a Closure Plan that meets the applicable standards of [9 VAC 20-81-360](#). This Closure Plan is to be maintained in the facility's operating record and updated as necessary. [9 VAC 20-81-410.A.2.e.]

F. **Demonstration of Legal Control**

Provide a copy of deed, lease, or other certification of ownership of the proposed site. [9 VAC 20-81-410.A.2.f.]

G. **SCC Certification**

{This certification is not required for those facilities owned solely by governmental units.} Provide the Certification of Incorporation and either a Certificate of Good Standing (for corporations) or a Certificate of Fact (for LLCs) from the State Corporation Commission (SCC) for the designated owner and/or operator as indicated on the Disclosure Statement (see [Section III.A.2](#)). The certified business entity should be listed as the applicant, principal, insured, or grantor on the financial assurance mechanism provided (see [Section III.H](#). below). [9 VAC 20-81-410.A.2.g. and 450.B.10.]

H. **Closure Cost Estimates & Proof of Financial Responsibility**

All facilities except for those owned and operated by State or Federal Agencies shall demonstrate financial assurance for closure, post-closure, and/or corrective action costs in accordance with the Financial Assurance Regulations for Solid Waste Disposal, Transfer, and Treatment Facilities ([9 VAC 20-70](#)). [9 VAC 20-81-480.C.]

The amount of financial assurance shall cover the estimated cost to close the facility at the point in the facility's active life when the extent and manner of its operation would make closure the most expensive. The closure cost estimate should include costs associated with removal of solid waste and leachate/wastewater remaining on site at closure; decontamination of equipment, containers, and/or structures; testing to ensure the facility has not contaminated underlying soils and/or groundwater (if contamination of underlying soils or groundwater is anticipated); and any other potential costs associated with closing the facility. These costs and how they are calculated may vary depending on the type and design of the solid waste management facility proposed.

See [Guidance Memo 04-2011: Financial Assurance for Stockpiles of Materials for Beneficial Use or Other Uses](#) regarding the need for financial assurance to cover stockpiles of materials with beneficial uses. This guidance does not apply to the storage of less than 20 cubic yards of material prior to its removal from the SWMF for beneficial use, recycling, or further recovery.

Once the closure cost estimate is approved and prior to the acceptance of waste, the applicant must submit a financial assurance mechanism in the amount of the approved cost estimates. See *Submission Instruction No. 9: Requirements for Financial Assurance Mechanisms* for detailed instructions regarding the Financial Assurance Documentation to be submitted in this Attachment.

I. Results of Public Participation

Provide a statement summarizing the steps taken by the applicant to seek public comments as described in [Section II.B.](#) above, in addition to a copy of the public notice and a record of the public meeting. [9 VAC 20-81-410.A.2.i, 410.A.3., and 450.B.4.]

J. Facility Specific Information

1. *Compost Facilities:*

Provide a description of the type of facility (Type A or B) and the classification of materials that will be composted. This information can be specified on DEQ Form SW PTB in lieu of providing a separate attachment. [9 VAC 20-81-410.A.2.j.(1)]

2. *Waste Piles:*

Provide a copy of the VPDES permit issued, if applicable. [9 VAC 20-81-410.A.2.j.(2)]

3. *Waste to Energy, Thermal Treatment, or Incineration Facilities or Materials Recovery Facilities engaged in reclamation of petroleum contaminated materials:*

- a. Provide a copy of the air permit issued in accordance with the regulations promulgated by the State Air Pollution Control Board; and
- b. Provide a description of how the requirements of [9 VAC 20-81-660](#) will be met. [9 VAC 20-81-410.A.2.j.(3)]

K. Permit Application Fee

Submit a check, draft, or postal money order made payable to the Treasurer of Virginia for the required permit application fee in accordance with the Solid Waste Management Facility Permit Action Fees and Annual Fees regulation ([9 VAC 20-90](#)) to DEQ Accounts Receivable, P.O. Box 1104, Richmond, Virginia 23218. A copy of the check (with account and routing numbers blacked out), draft, or postal money order should accompany the permit application submitted to the DEQ Regional Office. Applications not accompanied by the proper fee or containing insufficient fees will be considered incomplete and shall not be processed by the Department. [9 VAC 20-81-410.A.2.k.]

IV. PERMIT-BY-RULE MODIFICATIONS

A. Change of Ownership

Should the property owner change while the facility is still operational, the new owner shall notify the Department of the sale and submit the items discussed in [Section III](#) above. Once Financial Assurance has been established by the new owner and a complete application has been submitted, the Department will deem the new owner to be operating under Permit-by-Rule status and the former owner will be released from its closure and financial assurance responsibilities. [9 VAC 20-81-410.A.5.]

B. Facility Modifications

A PBR modification is required for any facility modification that impacts design and/or operation. If there is confusion over whether the facility's proposed modification requires a PBR modification, contact the Land Protection Program Manager or Solid Waste Permit Writer in the DEQ Regional Office responsible for the locality in which your facility is located. The following discussion pertains to the submission and processing of PBR modification applications. Keep in mind that at the time of application, the facility's PBR shall be brought up to date with all current regulatory requirements; this may require submittal of additional items under [9 VAC 20-81-410.A.](#) which were not previously required at the time of initial PBR submittal.

The PBR Modification application should include a completed DEQ Form SW PBR provided in [Attachment 2](#) and the submission items identified below.

1. *Notice of Intent*

The facility shall submit a letter (1) stating the precise location and intended use of the facility; (2) describing the exact change to be made to the permit conditions and supporting documents referenced by the permit; (3) explaining why the modification is needed; and (4) attaching area and site location maps. [9 VAC 20-81-450.B.]

2. *Certification of Consistency with Local SWMP*

PBR Modification applications shall contain certification from the local governing body that the facility modification is consistent with the solid waste management plan developed and approved pursuant to [§10.1-1411](#). This requirement can be satisfied by supplying a signed DEQ Form SW-11-1 (see [Section III.A.3.](#) and [III.C.](#)) or providing a letter acknowledging SWMP Consistency from the solid waste planning district. [§10.1-1408.1 Q]

3. *For Design Modifications*

Prior to initiating any design modifications, the applicant shall follow the public participation steps as outlined in [Section II.B.](#) With the Permit-by-Rule Modification application, the applicant shall provide (1) new certifications for items discussed in [Sections III.B. through III.E.](#) above, as applicable; (2) revised

closure cost estimates and proof of financial responsibility if the modification affects closure costs; and (3) a summary of public participation effort as discussed in [Section III.I.](#) [9 VAC 20-81-410.A.2. and 410.A.6.]

4. *For Operational Modifications*

With the Permit-by-Rule modification application, the applicant shall provide (1) new certifications for items discussed in [Sections III.B. through III.E.](#) above, as applicable; and (2) revised closure cost estimates and proof of financial responsibility if the modification affects closure costs. [9 VAC 20-81-410.A.2. and 410.A.6.]

5. *Additional Information Not Previously Supplied*

- a. Demonstration of Legal Control – see [Section III.F.](#) Only required if not already provided in the PBR.
- b. SCC Certification – see [Section III.G.](#) The applicant shall provide either an updated Certificate of Good Standing (for corporations) or a Certificate of Fact (for LLCs) from the State Corporation Commission (SCC) for the designated owner and/or operator if one has not been previously submitted to the Department (either to the Office of Financial Assurance or the Regional Office) within the last year (365 days).
- c. Facility Specific Information – see [Section III.J.](#) Only required if not already provided in the PBR.

6. *Permit Modification Fee*

Submit a check, draft, or postal money order made payable to the Treasurer of Virginia for the required permit application fee in accordance with the Solid Waste Management Facility Permit Action Fees and Annual Fees regulation ([9 VAC 20-90](#)) to DEQ Accounts Receivable, P.O. Box 1104, Richmond, Virginia 23218. A copy of the check (with account and routing numbers blacked out), draft, or postal money order should accompany the permit application submitted to the DEQ Regional Office. Applications not accompanied by the proper fee or containing insufficient fees will be considered incomplete and shall not be processed by the Department. [9 VAC 20-81-410.A.6.]

Attachment 1

Example Public Notice

PUBLIC PARTICIPATION FOR SOLID WASTE PERMIT-BY-RULE FACILITY

In accordance with Virginia Solid Waste Management regulations 9 VAC 20-81-410.A.3. and 9 VAC 20-81-450.B.4., citizens may comment on a permit-by-rule application for a {solid waste management facility type} to be located at {address or major intersection}.

COMMENT PERIOD: {date range}

NAME AND ADDRESS OF APPLICANT: {Facility name, address}. The facility is owned and operated by {Owner Name, Operator Name}.

PUPOSE OF NOTICE: The purpose of this notice is to allow the public to comment on a proposed {solid waste management facility type}, which will operate under a permit-by-rule to be issued by the Virginia Department of Environmental Quality after public comments are received.

PROJECT DESCRIPTION:

The facility is located {provide location description}. The facility will accept {list waste materials to be accepted/processed and add a general description of facility operations}.

TO REVIEW THE PERMIT APPLICATION: A copy of the permit-by-rule application document is available for review at the {location and address}.

HOW TO COMMENT: Written comments may be submitted at any time during the comment period {provide owner/operator contact info}. Comments must include the name and address of the person commenting as well as a brief statement regarding the interest of the person commenting and how the operation of the facility may affect the citizen. Oral and written comments will be received at a public meeting to be held at {time} on {date} at the {public meeting location and address}.

Attachment 2

Permit-by-Rule Application Form (DEQ SW PBR)

http://www.deq.virginia.gov/Portals/0/DEQ/Land/Forms/PBR_App_Form.pdf



Solid Waste Management Facility PBR Application Form

New Facility PBR Modification

I. FACILITY INFORMATION

A. Facility Location							Permit No. PBR			
Facility Name:										
Address:										
City:			State:			Zip:				
Latitude:		Deg	Min		Sec North					
Longitude:		Deg	Min		Sec West					
B. Facility Contact Information										
Contact Person:					Title:					
Contact Phone:					E-mail:					
Owner					Operator:					
Address:					Address:					
City:		State:		Zip:		City:		State:		Zip:

II. OPERATIONAL INFORMATION

A. Facility Type and Capacity			
Facility Type: (check all that apply)	<input type="checkbox"/> Compost Facility: <input type="checkbox"/> Type A or <input type="checkbox"/> Type B Feedstocks: <input type="checkbox"/> Category I <input type="checkbox"/> Category II <input type="checkbox"/> Category III <input type="checkbox"/> Category IV		
	<input type="checkbox"/> Centralized Waste Treatment Facility <input type="checkbox"/> Transfer Station		
	<input type="checkbox"/> Incineration Facility <input type="checkbox"/> Waste Pile		
	<input type="checkbox"/> Materials Recovery Facility <input type="checkbox"/> Waste to Energy Facility		
	<input type="checkbox"/> Thermal Treatment Facility		
	Total Property Acreage:		acres
Process Rate:		tons per day	Storage Capacity: Solid waste: cubic yards Recovered material: cubic yards
Hours of Operation:			
B. Types of Wastes to be Accepted (check all that apply)			
<input type="checkbox"/> Agricultural Waste	<input type="checkbox"/> Debris Waste	<input type="checkbox"/> Municipal Solid Waste	
<input type="checkbox"/> Animal Carcasses	<input type="checkbox"/> Demolition Waste	<input type="checkbox"/> Scrap Metal	
<input type="checkbox"/> Asbestos, friable	<input type="checkbox"/> Fossil Fuel Combustion Products	<input type="checkbox"/> Single Stream Recyclables	
<input type="checkbox"/> Asbestos, non-friable	<input type="checkbox"/> Household Hazardous Waste	<input type="checkbox"/> Sludge, industrial	
<input type="checkbox"/> Ash, non CCB/FFCP	<input type="checkbox"/> Household Waste	<input type="checkbox"/> Sludge, POTW	
<input type="checkbox"/> Commercial Waste	<input type="checkbox"/> Industrial Waste	<input type="checkbox"/> Vegetative Waste	
<input type="checkbox"/> Construction Waste	<input type="checkbox"/> Institutional Waste	<input type="checkbox"/> Waste Tires, Storage: cy	
<input type="checkbox"/> Contaminated Soil	<input type="checkbox"/> Liquid Waste	<input type="checkbox"/> White Goods	
<input type="checkbox"/> Other Wastes, please list:			
C. Wastewater/Leachate Management (check all that apply)			
<input type="checkbox"/> Discharged directly to WWTP		<input type="checkbox"/> Transported by vehicle to offsite WWTP	
<input type="checkbox"/> Treated onsite and discharged		<input type="checkbox"/> Other, please specify:	

III. PBR APPLICATION ATTACHMENTS

The following items shall be provided as an attachment to this form, and will constitute the facility's Permit-by-Rule Application. Please indicate whether each item is 'provided' or 'not applicable' to the proposed facility or facility modification.	Provided	N/A
A. Notice of Intent	<input type="checkbox"/>	<input type="checkbox"/>
1. Area and Site Location Maps	<input type="checkbox"/>	<input type="checkbox"/>
2. Disclosure Statement, DEQ Forms DISC-01 and DISC-02	<input type="checkbox"/>	<input type="checkbox"/>
3. Local Government Certification and Solid Waste Management Plan Consistency Certification, DEQ Form SW-11-1	<input type="checkbox"/>	<input type="checkbox"/>
B. Certification of Siting Standards, 9 VAC 20-81-320	<input type="checkbox"/>	<input type="checkbox"/>
C. Certification of Operations Manual meeting standards of 9 VAC 20-81-340	<input type="checkbox"/>	<input type="checkbox"/>
D. P.E. Certification of Design/Construction Standards, 9 VAC 20-81-330	<input type="checkbox"/>	<input type="checkbox"/>
E. P.E. Certification of Closure Plan meeting standards of 9 VAC 20-81-360	<input type="checkbox"/>	<input type="checkbox"/>
F. Demonstration of legal control over the site	<input type="checkbox"/>	<input type="checkbox"/>
G. State Corporation Commission Certification	<input type="checkbox"/>	<input type="checkbox"/>
H. Closure Cost Estimate and Proof of Financial Assurance	<input type="checkbox"/>	<input type="checkbox"/>
I. Public Participation Summary	<input type="checkbox"/>	<input type="checkbox"/>
J. Copies of other DEQ Media Permits (Air, VPDES, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
K. For facilities engaged in reclamation of petroleum-contaminated materials, a description of how the requirements of 9VAC20-81-660 will be met	<input type="checkbox"/>	<input type="checkbox"/>
L. Permit Fee specified under 9 VAC 20-90	<input type="checkbox"/>	<input type="checkbox"/>
M. Variance Petition in accordance with 9 VAC 20-81-760 If provided, please indicate the regulatory citation for variance:	<input type="checkbox"/>	<input type="checkbox"/>

IV. RESPONSIBLE OFFICIAL SIGNATURE

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete.

Name:	Title:
Signature:	Date:

Instructions for Completing DEQ Form SW PBR

DEQ Form SW PBR is required for all applicants seeking a Permit-by-Rule or those seeking a Permit-by-Rule modification under 9 VAC 20-81-410. This form is not suitable for facilities seeking a Permit-by-Rule or Permit-by-Rule modification under Regulated Medical Waste Management Regulations (9 VAC 20-120) or Transportation of Solid and Medical Wastes on State Waters regulation (9 VAC 20-170). These instructions are designed to assist solid waste management facilities with the completion of this form. The descriptions below are listed in the order as they appear on DEQ Form SW PBR.

New Facility vs. PBR Modification:

Check only one box. Check 'New Facility' box if this application is for a new facility, i.e. one that has not previously been assigned a Permit-by-Rule number. Check 'PBR Modification' box if this application is for a PBR modification, as defined under 9 VAC 20-81-410.A.6.

I. FACILITY INFORMATION

A. Facility Location

Permit No. PBR: If the application is for a new facility, leave this box blank. DEQ will assign a number to the facility. If the application is for a PBR Modification, please indicate the PBR number assigned to the facility.

Facility Name: Enter the name of the facility as it should appear or as it currently appears on the existing PBR.

Address, City, State, and Zip: Provide the street address of the facility's physical location (may be Rural Route/Box No. if 911 address is not available).

Latitude/Longitude: Provide coordinates in degrees-minutes-seconds indicating the facility's location.

B. Facility Contact

Contact Name, Title, Phone Number, and Email: Provide contact information for the person responsible for preparing the permit application. This person should be associated with the facility named. DEQ will consider the person listed as the main contact for correspondence relating to the permit application.

Owner Name, Address, and Phone: Provide name, address, and phone number of the legal owner of facility. Owner listed shall match SCC documentation provided with the NOI, if applicable.

Operator Name, Address, and Phone: Provide name, address, and phone number of the operator of facility, if different from the owner. Operator listed shall match SCC documentation provided with the NOI, if applicable.

II. OPERATIONAL INFORMATION

A. Facility Type and Capacity

Facility Type: Check the appropriate box(es) for the type(s) of solid waste management facilities to be covered by this Permit-by-Rule. For compost facilities, also indicate whether the compost operation will employ the Type A or Type B compost method and indicate which feedstocks will be composted. This will satisfy the requirement for additional information required of compost facilities under 9 VAC 20-81-410.A.2.j.(1).

Total Property Acreage: Provide the total property acreage owned by the Owner listed where the facility is located.

Facility Boundary: Indicate the area of the property where the permit-by-rule activity will occur (i.e. solid waste processing and storage activities). This measurement should be provided in square feet or acres.

Process Rate: Indicate the maximum rate of waste acceptance in tons/day for the facility. This rate is limited by the capabilities of equipment, personnel, and infrastructure.

Storage Capacity:

Solid waste: This value should represent the maximum expected quantity of incoming solid waste to be stored prior to processing and maximum expected quantity of solid waste to be stored after completion of waste management activities. If solid waste will not be stored at the end of the working day, then the solid waste storage capacity should be zero.

Recovered Material: For facilities involved in material recovery, this value should represent the maximum expected quantity of recovered materials that will be stored prior to sending off-site for further treatment, disposal, or storage elsewhere.

Hours of Operation: Specify the facility's hours of operation for all days of the week.

B. Types of Wastes to be Accepted:

Mark all wastes that the facility anticipates accepting for management on site. Definitions for each waste type can be found in the Virginia Solid Waste Management Regulations (9 VAC 20-81). This section can be skipped for compost facilities since the feedstock categories were noted in the Facility Type box.

For facilities that will accept waste tires, indicate the maximum amount of waste tires that can be stored on site.

C. Wastewater/Leachate Management

Check all applicable wastewater / leachate management options.

III. PBR APPLICATION ATTACHMENTS

This list acts as a checklist for the Permit-by-Rule application. Please indicate whether the attachment is provided with the application. There are instances where some of the PBR application attachments are not applicable to a proposed facility. In these instances, please mark 'N/A.' Details on each of the attachments can be found in the DEQ Submission Instructions and 9 VAC 20-81-410.A.

If a Variance Petition is included with the application, indicate the regulatory citation for each variance requested.

IV. RESPONSIBLE OFFICIAL SIGNATURE

This form must be signed by a responsible official. A responsible official is defined in the Virginia Solid Waste Management Regulations (9 VAC 20-81-10) as:

- “1. For a business entity, such as a corporation, association, limited liability company, or cooperative: a duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more operating facilities applying for or subject to a permit. The authority to sign documents must be assigned or delegated to such representative in accordance with procedures of the business entity;
2. For a partnership or sole proprietorship: a general partner or the proprietor, respectively; or
3. For a municipality, state, federal, or other public agency: a duly authorized representative of the locality if the representative is responsible for the overall operation of one or more operating facilities applying for or subject to a permit. The authority to sign documents must be assigned or delegated to such representative in accordance with procedures of the locality.”